

**NOTIFICATION OF STUDENT MAINTENANCE AWARD****FORM22**

**Please Note** this form **MUST** be completed at the commencement of each academic session for both new and continuing awards

From (Faculty and Department)		Date	
Departmental Contact			
Departmental Contact Address		Telephone	
To	<b>Financial Aid, Student Financial Administration, Level 9 Marjorie and Arnold Ziff Building.</b>		

**STUDENT DETAILS**

Title (please tick the relevant box)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
Family Name						
First Name(s)						
Student ID						
Scheme of Study						

**AWARD DETAILS - MAINTENANCE**

Total amount of maintenance is to be paid to the student for this period	£		
Award Commencement Date			
Award Cessation Date			

**Please Note, maintenance will be paid MONTHLY with the first instalment being dependent on the award commencement date and a completed registration status.**

**Payments will be made directly into a student's bank account. If bank account details have not been provided a cheque will be available for collection from Financial Aid, Student Financial Administration, Level 9 Marjorie and Arnold Ziff Building**

**This award must be for maintenance only and contain no element of payment for work performed by the recipient for or on behalf of the University of Leeds. Maintenance awards may only be paid to registered students of the University of Leeds.**

**ACCOUNT DETAILS**

Maintenance Amount	£		Cost Object Number		56010
	£				56010
	£				56010

**AUTHORISATION** *(Must be an authorised signatory)*

Name		Signature	
Name		Signature	